

Ontario Ministry of Colleges and Universities

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General publications,
**directory of
registered
private
trade schools**

Government
Publications

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Registration of Private Trade Schools

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Private trade schools offering one or more of the training categories indicated herein are required to register under The Trade Schools Regulation Act.

Registered schools are required to make application for re-registration annually. Supervision of the operation of registered schools includes the approval of all advertising copy, teacher qualifications, graduation requirements, and fees charged for the courses.

Annual approval is required of accommodation, equipment, lighting and heating facilities. Further, in collaboration with the local fire, health and safety department for the area in which the school is located, approval is required of the accommodation with respect to sanitation, freedom from fire hazard, and safety from accident wherever power machines are installed.

This is a *partial* list of courses conducted by the schools.

Many separate courses are available in each subject area. Courses vary widely in what they cover. For example, one course in radio may teach a student to repair radios; another may teach him to be an engineer with a broadcasting company. It is suggested that you write to the schools for complete information, and then choose the particular course you want.

The fact that two or more registered schools offer courses with similar titles does not mean that these courses are of equal merit or will be of equal value to you. It *does* mean that each school truthfully describes its offerings and that the fees charged are considered reasonable for the facilities available, and for the instruction and services rendered.

Retention and Payment of Fees

Made Under The Trade Schools Regulation Act
ONTARIO REGULATION 160/69
Section 19
Section 20, subsections 1, 2, 3

19.

A trade school may charge a registration fee which shall not exceed 10 per cent of the total cost of the course of instruction or \$50 whichever is the lesser, and which shall be applied to the total cost of the course of instruction.

20.

1.

Where a person gives to the keeper or operator of a trade school or to a salesman, representative or teacher of the trade school, prior to the commencement date of a course of instruction, notice in writing of the person's intention not to commence the course of instruction, the keeper or operator of the school shall refund any money paid for or on account of the fees by or on behalf of the person except the registration fee provided for in Section 19.

2.

Where a person gives to the keeper or operator of a trade school or to a salesman, representative or teacher of the trade school, after the commencement date of a course of instruction, notice in writing of the person's intention to cease taking the course of instruction, the keeper or operator of the trade school shall be entitled to retain,

- (a) the registration fee under section 19;
- (b) the proportion of the fees for the whole course of instruction that the part of the course of instruction supplied and serviced up to the time of receipt of the notice bears to the whole course of instruction; and
- (c) the greater of,
 - (i) the sum of \$25, and
 - (ii) 10 per cent of the difference between the fees for the whole course of instruction and the proportion of the fees that the part of the course of instruction supplied and serviced up to the time of receipt of notice bears to the whole course of instruction.

3.

Where it is necessary for a trade school to supply equipment in addition to written material for a course of instruction and the equipment is supplied to a person and the trade school receives from the person a notice under subsection 1 or 2, the trade school may make a charge, not exceeding the equivalent retail cost to the trade school, for the equipment or for the use thereof, as the case may be, except where the person returns all the equipment to the trade school, unopened or as issued, within ten days of the receipt of the equipment by the person.

Legend

C

Correspondence Course (home study)

CR

Combination of Correspondence and Residence Courses

R

Residence (attendance in school classes required)

- 1 Commercial Art
- 2 Graphic Art
- 3 Journalism and Story Writing
- 4 Photography
- 5 Radio and TV Announcing

Arts and Communications

	1	2	3	4	5		
Art Instruction Schools Inc.-Palmer Writers School Inc. 10 Sunray Place, Aurora	C		C				
Canadian Institute of Science & Technology Limited 263 Adelaide Street West, Toronto	C	C	C	C			
Famous Schools Division of FAS International Inc. 3240 Lensworth Drive, Mississauga	C	C	C	C			
International Career Academy of Canada Ltd. 8 King Street East, Toronto 1					CR		
International Correspondence Schools Canadian Limited 228 Yorkland Blvd., Willowdale	C	C	C				
LaSalle Extension University 30 Almayo Crescent, Rexdale	C	C					
National Institute of Broadcasting 109 Wychwood Court, London					C		

- 1 Business and Office Practice
- 2 Secretarial
- 3 Legal Secretary
- 4 Medical Secretary
- 5 Key Punch and Comptometer
- 6 Data Processing
- 7 Clerk/Typist
- 8 Industrial and Business Management

Business and Office Practice

	1	2	3	4	5	6	7	8
Bedford College 1 Bedford Road, Toronto					R	R		
Bulmer Business College 315 Pelissier Street, Windsor	R	R						
Canadian Institute of Science and Technology Limited 263 Adelaide Street West, Toronto		C	C	C		C	C	C
Computer Institute of Canada 67 Richmond Street West, Toronto					R	R	R	
Control Data Education Institute 50 Hallcrown Place, Willowdale						R		
Ethel Gould Business College 1300 Carling Avenue, Ottawa		R						R
Etobicoke Business College 4127 Dundas Street West, Toronto 18		R	R	R				R
Galt Business College 76 Main Street, Galt	R	R	R	R				
Goderich Business College 9 Waterloo Street, Goderich		R		R				
Guelph Business College 60 Macdonell Street, Guelph		R						
Herzing Institutes of Canada Limited Terminal Towers, 105 Main Street East, Hamilton					CR	CR		
Herzing Institutes of Canada Limited 371 King Street, London					CR	CR		
Herzing Institutes of Canada Limited St. Laurent Shopping Centre 1200 St. Laurent Blvd., Ottawa					CR	CR		
Herzing Institutes of Canada Limited 185 Bay Street, Toronto					CR	CR		
Huntsville Secretarial Teaching Service 56 Main Street East, Huntsville		R						
IBM Education Centre 5 Yorkland Blvd., Willowdale					R			

Business and Office Practice

	1	2	3	4	5	6	7	8
IBM Education Centre 333 River Road, Ottawa					R			
International Accountants Society Inc. Suite 208, 1202 York Mills Road, Don Mills								C
International Correspondence Schools Canadian Limited 228 Yorkland Blvd., Willowdale	C	C			C			C
International Data Processing Inst. (Hamilton) Limited 139 King Street East, Hamilton					R	CR		
International Stenotype Institute 180 University Avenue, Toronto		R					R	
King's Business College 1119 Victoria Avenue, Thunder Bay	R	R			R			
LaFortune Business College 447 Sussex Drive, Ottawa	R	R		R			R	
LaSalle Extension University 30 Almaya Crescent, Rexdale	C	C			C			C
Leadership Training Services Limited 1814A Eglinton Avenue East, Scarborough								R
Lougheed Business College Limited 10 Young Street, Kitchener	R	R	R	R	R		R	
MacKinnon Business School 53 Queen Street, Ottawa	R							
McGraw Hill Continuing Education Company 330 Progress Avenue, Scarborough					C			
Metzler Business School 77 Brock Street, Kingston		R		R			R	
National College 20 Esterbrooke Avenue Willowdale		C						C
Ontario Business College Limited 54 Victoria Avenue, Belleville	R	R	R	R				R
Oshawa Business College 18 Simcoe Street North, Oshawa	R	R					R	

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Business and Office Practice

	1	2	3	4	5	6	7	8
Park Business College Room 555, Federal Bldg. 72 James Street North, Hamilton	R	R	R	R				
Patricia Stevens Career College 779 Yonge Street, Toronto		R	R	R				
Radio Electronic Television School of Toronto 8 Dundas Street West, Toronto 2		R						
Shaw Eastern College 2084 Danforth Avenue, Toronto	R	R						R
Shaw Home Study College 2436 Yonge Street, Toronto 12	C							C
Shaw Central College 2436 Yonge Street, Toronto 12	R	R			R			R
Shaw Western College 2458 Bloor Street West, Toronto 9	R	R						R
Simcoe Business College 20 Kent Street South, Simcoe	R	R						
Sudbury Business College 30 Elgin Street North, Sudbury	R	R						R
Sylvia Gill Secretarial College and Finishing School 109 Thomas Street, Oakville	R	R						R
Victor Comptometer Limited 129 Adelaide Street West, Toronto					R			
Welland Business College 15 Main Street East, Welland	R	R	R	R				
Weller College Limited 2 St. Clair Avenue East, Toronto		R						
Wells Business Academy 327 King Street East, Hamilton	R	R			R			
Westervelt Business School Limited 463 Richmond Street, London	R	R	R	R	R			R
Weston Business College 1736 Weston Road, Weston		R						R
Willis Business College Limited 85 O'Connor Street, Ottawa	R	R						R

- 1** Airline Occupations
- 2** Cosmetician
- 3** Fashion Merchandising
- 4** Hotel/Motel Occupations
- 5** Investigation and Security
- 6** Medical and Dental Assistant
- 7** Practical Nursing

Service Trades

	1	2	3	4	5	6	7
Atlantic School Incorporated 904 Canada Building, 374 Ouellette Avenue, Windsor	C						
Bar Training Headquarters of Ontario 1166 Dundas Street West, Toronto 3				R			
Cosmopolitan School of Security 32A Queen Street West, Brampton					R		
Edith Serei Company Limited 35 O'Connor Street, Ottawa		CR					
Edith Serei Company Limited 145 Yonge Street, Toronto		R					
Herzing Institutes of Canada Limited 371 King Street, London				CR			
Herzing Institutes of Canada Limited 185 Bay Street, Toronto				CR			
Herzing Institutes of Canada Limited Terminal Towers, 105 Main Street East, Hamilton				CR			
Herzing Institutes of Canada Limited St. Laurent Shopping Centre, 1200 St. Laurent Blvd., Ottawa				CR			
International Career Academy of Canada Ltd. 8 King Street East, Toronto				CR		CR	
International Correspondence Schools Canadian Limited 228 Yorkland Blvd., Willowdale	C						
LaSalle Extension University 30 Almayo Crescent, Rexdale				C		C	
Motel Management Institute 160 Bay Street, Toronto				C			
Patricia Stevens Career College 779 Yonge Street, Toronto	R		R				
Rickay Careers Incorporated 7298 Red Fox Road, Mississauga				C			
Shaw Central College 2436 Yonge Street, Toronto 12			R				
Toronto Bartenders Training School 617A Bloor Street West, Toronto				R			
Universal Airlines Personnel Schools Inc. 4195 Bloor St. W., Toronto	C						
Universal Motel Schools Inc. 4195 Bloor St. W., Toronto				C			
Canadian School of Practical Nursing 2 Elm Street, Toronto						CR	

Industrial Trades

- 1 Air-Condition and Refrigeration
- 2 Diesel and IC Engines
- 3 Drafting
- 4 Electronics and Electricity
- 5 Heavy Equipment Operation
- 6 Upholstering and Sewing
- 7 Welding
- 8 Stationary Engineering

	1	2	3	4	5	6	7	8
A.M.J. Electronic College 275 First Avenue, Ottawa				CR				
Beauregard Welding School 287½ North Front Street, Sarnia							R	
Canada Welding Trade School 26 Balsam Avenue North, Hamilton 23								R
Canadian Institute of Science & Technology Limited 263 Adelaide Street West, Toronto	C	C	C	C				C
Canadian School of Custom Upholstery 91 Tycos Drive, Toronto 19						R		
Control Data Education Institute 50 Hallcrown Place, Willowdale				R				
DeVry Institute of Technology of Canada Limited 970 Lawrence Avenue West, Toronto				CR				
General Welding School Ltd. 61-63 Jarvis Street, Toronto							R	
Huron School of Fashion 476 Main Street South, Exeter						C		
Institute of Technical Trades 2388 Dundas Street West, Toronto 9		R						R
International Correspondence Schools Canadian Limited 228 Yorkland Blvd., Willowdale	C	C	C	C				C
LaSalle Extension University 30 Almaya Crescent, Rexdale		C	C					
Lincoln School of Welding R.R.#2 (Bayside), Trenton							R	
McGraw-Hill Continuing Education Company 330 Progress Avenue, Scarborough				C				
Mountain School of Welding 1495 Upper James Street, Hamilton								R
Primary School of Drafting 61 Richwill Road, P.O. Box 6218 Station "F", Hamilton			C					

Industrial Trades

	1	2	3	4	5	6	7	8
Radio College of Canada 461 King Street West, Toronto				CR				
Radio Electronic Television School of Toronto 8 Dundas Street West, Toronto				R				
Sewing Teachers Correspondence School 3135 Massey Court, Windsor					C			
Shaw Home Study College 2436 Yonge Street, Toronto								C
Universal Heavy Construction Schools Inc. 4195 Dundas St. W., Toronto					C			

